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Rec. 4
RECORDS TO
RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE

Chief, RI

27 October 1952

Chief, Records Management and Distribution Branch

Survey of OSS Archives - Your Memorandum of 4 September 1952

STAT This brief report is an accounting of the time spent in OSS Archives by Analysts [redacted], during the latter part of July and August.

1. This survey was initiated in connection with the proposed move of the OSS Archives from the space in Quarters I to space in the R & S Building. The records holdings of the Archives were to be inventoried and appraised to probe the possibilities of applying retirement and disposition techniques to this material. It was hoped that total records holdings could be reduced thereby reducing the volume of material to be transferred.
2. The survey team actually spent 20 working days on this project during which time 600 cubic feet of records were inventoried. In this instance, the application of standard techniques for the appraisal of record material was difficult and in many cases impossible. In applying such techniques it is impossible to determine that which may be retired or destroyed unless there is very specific knowledge of that which is to be retained. As you are aware, the analysts were prohibited from seeing a large volume of records maintained in OSS Archives.
3. Because of these difficulties and your request to temporarily discontinue the work, the survey team was withdrawn.

STAT
[redacted]
cc: 1 - addressee
1 - Gen Ser
1 - Rec Mgt. ✓

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